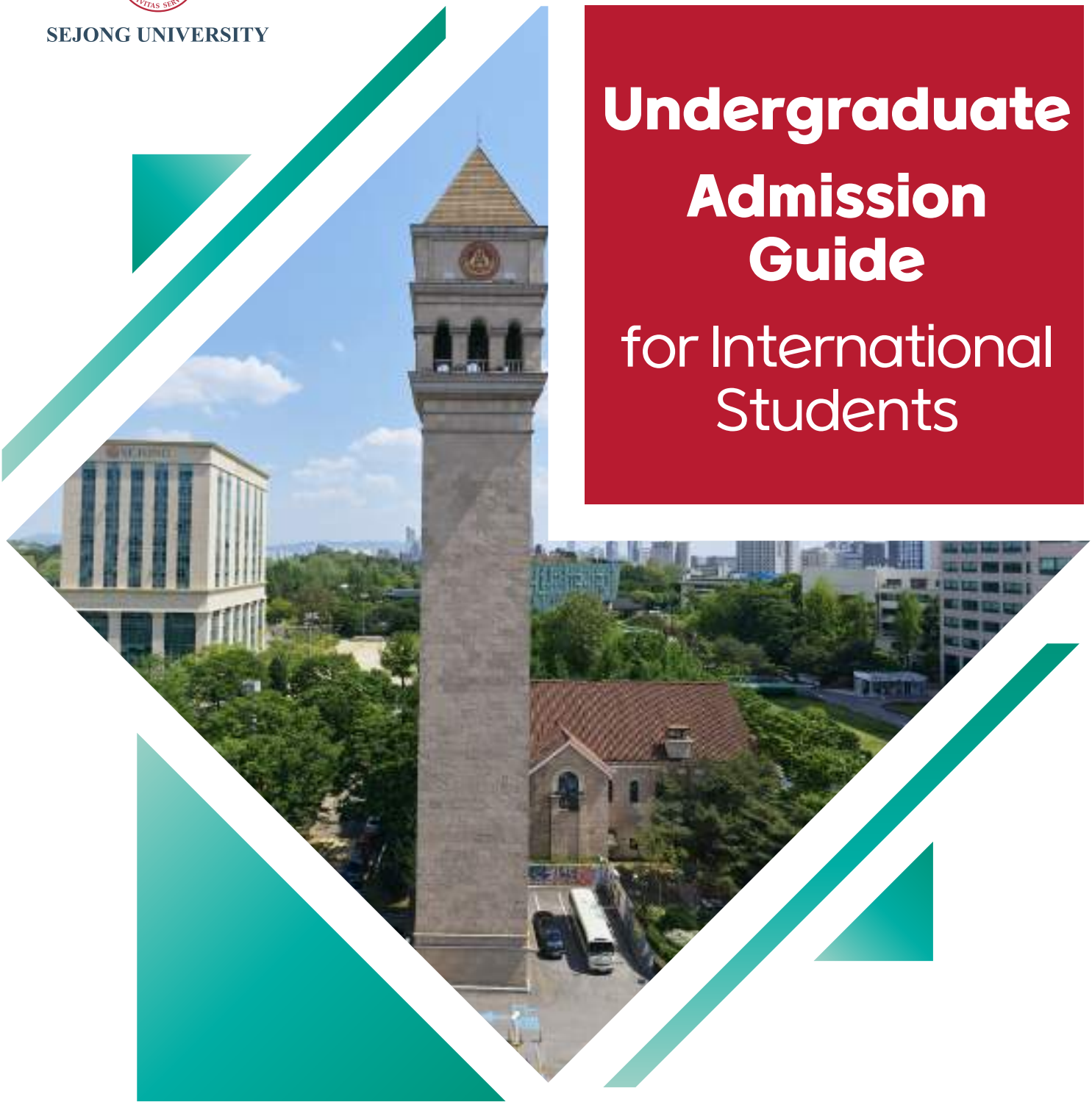
SEJONG UNIVERSITY

Undergraduate Admission Guide

for International Students



2025

Fall Semester

Undergraduate Admission Guide for International Students Fall 2025

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•This admission guide is available in English and Chinese. In the event of any conflict or discrepancy in meaning between the Korean version and any of its translation, the Korean version will prevail.

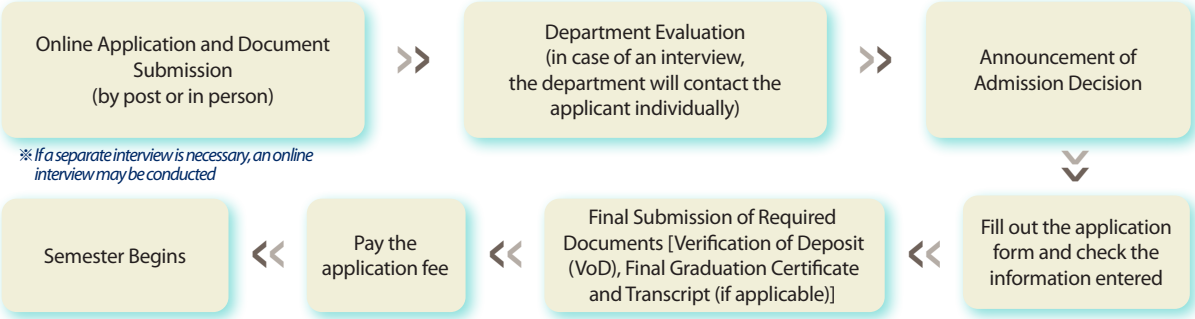
1 Admission Timeline

Procedure	1st Round	2nd Round	Important Notes
Online Application & Submitting Documents	Thu, Mar 06 ~ Thu, Mar 27, 2025 (5:00PM)	Tue, Apr 22 ~ Tue, May 13, 2025 (5:00PM)	• Online Application:SejongOneStopServiceCenterWebsite (sos.sejong.ac.kr) • **Submitted documents must arrive** at Sejong University's One StopService Center (admissions team) **by the fixed deadline.** • Any submission of documents after the deadline will automatically be canceled. • You must complete the online application (including payment of application fees) before submitting the documents. • Submitted documents cannot be returned regardless of reason. • If necessary, there may be a request for an online pre-screening interview.
Evaluation by Department	Mon, Apr 14 ~ Wed, Apr 16, 2025	Mon, Jun 09 ~ Wed, Jun 11, 2025	• The contents of the evaluation will not be disclosed except for the final decision (admitted/not admitted). • How to check Please log into sos.sejong.ac.kr to see the admission results • Please carefully review the Notification of Acceptance & Enrollment Information and complete all necessary procedures to finalize your enrollment.
Admission Decisions and Guide for Admitted Students (Provisional)	Wed, May 07, 2025 (5:00PM) [provisional]	Thu, Jun 26, 2025 (5:00PM) [provisional]	
Tuition Payment	Wed, May 07 ~ Wed, May 14, 2025 (4:30PM)	Thu, Jun 26 ~ Thu, Jul 03, 2025 (4:30PM)	• The payment must be confirmed by the deadline for each round of tuition fees by Sejong University. • Even if you submit an overseas remittance confirmation sheet during the payment period, if the amount has not arrived by the deadline, it will be considered unregistered.
Issuance of Certificate of Admission	From Fri, Jul 11, 2025	From Mon, Jul 21, 2025	• Inquiries asking if the certificates can be issued faster cannot be answered. • For those whose passport has been updated, please send your updated passport information in advance.

※ The admission timeline is subject to change. If a change is made, it will be announced at the website (https://sos.sejong.ac.kr).
※ All schedules are based on Korean Standard Time (KST).

2 Application Procedure

Admission decisions are made based on the candidate's previous academic achievements and other reference documents submitted during admission such as language proficiency, etc. Interviews, auditions, and/or additional documents may be required as dictated by the policy of the individual college or department, and the individual college or department will directly contact the applicant if required.



Notes for Online Application

- The standard method for application is via the Undergraduate Admission for International Students banner on the Sejong website. It is only compatible with Internet Explorer version 5.0 or higher.
- The deadline for online application is **17:00(Korea local time).** To apply successfully, all relevant information must be entered, and the application fee must be paid in full, prior to this time.

3 Departments and Majors

Division	College	Program	Admission		Major
			Freshman	Transfer	
Liberal Arts and Social Science	Liberal Arts	Korean Language and Literature	O	O	
		International Studies*	O	O	English Data Convergence Major/ Japanese Language and Literature/ Chinese Trade and Commerce
		History	O	O	
		Education	O	O	
		Division of Global Leadership*	O	X	Korean Language and Culture/ International Trade & Commerce
		Division of Global Leadership English Track	O	X	International Affairs
	Social Sciences	Public Administration	O	O	
		Public Administration English Track	O	O	
		Media and Communication	O	O	
		Media and Communication English Track	O	X	
		Law	O	X	
	Faculty of Law		X	O	Law Major
Business, Economics, Hospitality and Tourism	Business and Economics	Faculty of Business Administration	O	O	
		Faculty of Business Administration English Track	O	O	
		Economics	O	O	
		Economics English Track	O	O	
	Hospitality and Tourism Management	Faculty of Hospitality, Tourism and Food Service Management*	O	O	Hospitality and Tourism Management/ Food Service management
		Faculty of Hospitality, Tourism and Food Service Management English Track	O	O	Hospitality and Tourism Management
Natural and Life Sciences	Natural Sciences	Mathematics and Statistics	O	O	
		Physics and Astronomy	O	O	
		Chemistry	O	O	
	Life Sciences	Faculty of Biological Systems*	O	O	Food Science and Biotechnology/ Integrative Bioscience and Biotechnology/ Bioindustry and Bioresource Engineering
		Integrative Biological Sciences and Industry	O	O	
IT	College of Convergence	Electrical Engineering	X	O	
		Department of AI Convergence Electronic Engineering	O	X	
		Semiconductor Systems Engineering	O	×	
		Computer Science and Engineering	O	O	
		Computer Science and Engineering English Track	O	O	
		Computer and Information Security	O	O	
		Software	X	O	
		Artificial Intelligence and Robotics	O	X	
		Intelligent Mechatronics Engineering	X	O	
		Data Science	X	O	
		Artificial Intelligence Data Science	O	X	
		Department of Intelligence and Information Convergence	O	X	
		Department of Software	O	X	
		Creative Studies	O	O	Innovation Design Major/ Comics&Animation Technology Major
		Creative Studies English Track	O	X	Comics&Animation Technology Major
		Artificial Intelligence	X	O	
Engineering	Engineering	Architectural Engineering	O	O	
		Architecture(5-year)	O	O	
		Civil and Environmental Engineering	O	O	
		Environment, Energy & Geoinformatics	X	O	
		Department of Environmental Engineering	O	X	
		Energy Resources and Geosystems Engineering	O	O	
		Faculty of Aerospace System Engineering*	O	X	Aerospace Engineering Major, Intelligent Drone Convergence Major
			X	O	Aerospace Engineering Major
		Mechanical Engineering	O	O	
		Nano Technology and Advanced Materials Engineering	O	O	
		Quantum and Nuclear Engineering	O	O	

3 Departments and Majors

Division	College	Program	Admission		Major
			Freshman	Transfer	
Arts and Physical Education	Arts and Physical Education	Painting	O	O	Western Painting/ Korean Painting
		Fashion Design	O	O	
		Music	O	O	Voice/ Piano/ Professional Music/ Violin/ Viola/ Cello/ Contrabass/ Flute/ Clarinet/ Bassoon/ Oboe/ Horn/ Trumpet
		Music English Track	O	O	Professional Music
		Physical Education(Male)	O	O	
		Dance	O	O	Korean Dance/ Modern Dance/ Ballet
		Film Art	O	O	Directing & Producing/ Acting
ENGLISH TRACK					
Liberal Arts and Social Science	Liberal Arts	Division of Global Leadership English Track	O	X	International Affairs
	Social Sciences	Public Administration English Track	O	O	
		Media and Communication English Track	O	X	
Business, Economics, Hospitality and Tourism	Business and Economics	Faculty of Business Administration English Track	O	O	
		Economics English Track	O	O	
	Hospitality and Tourism Management	Faculty of Hospitality, Tourism and Food Service Management English Track	O	O	Hospitality and Tourism Management
IT	College of Convergence	Computer Science and Engineering English Track	O	O	
		Creative Studies English Track	O	X	Comics&Animation Technology Major
Arts and Physical Education	Arts and Physical Education	Music English Track	O	O	Professional Music

※ *English Track programs provide entire courses in English.*
※ *Departments marked with an asterisk (*) admit freshmen by faculty, and students select their specific major in their second year.*

4 Application Fee and Tuition

1 Application Fee

- Application fee: Total 150,000KRW
- Withdrawal of application and refund of application fee
  ① For withdrawal of application before the application due date, the total application fee is refunded. Withdrawal of application after the application due date is not allowed, and the application fee is not refundable unless any of SU's acceptable reasons for a refund is satisfied.
  ② Acceptable reasons for a refund : Any reason that is not attributable to the applicant or outside the applicant's control, including natural disaster, applicant's hospitalization or injury from an accident and SU's mistake, is considered acceptable.
  ※ *In case that all or any of the required documents are not submitted or an applicant is disqualified, the applicant will fail the admission and the application is not refundable.*

2 Tuition (as of 2025, KRW)

Division	Tuition
Liberal Arts and Social Science / Business, Economics, Hospitality and Tourism	4,556,000
Natural Sciences College / Physical Education	5,387,000
IT / Engineering / Life Sciences College	6,186,000
Arts (excluding PE)	6,237,000

※ *Please be aware that if you need a refund of tuition or deposit after enrollment, for instance due to withdrawal, we can only refund to the original payment method. Therefore, please choose your payment method carefully. For example, if a relative overseas used their credit card to pay your tuition, we cannot refund the money to a Korean bank account under your name after enrollment.*
※ *The actual invoiced amount will vary depending by each individual due to scholarships.*

5 Eligibility and Qualification

Admission	Eligibility
Both	**• A non-Korean national whose parents are BOTH non-Korean nationals** ※ Anyone who has acquired foreign citizenship by changing his/her nationality is not eligible ※ A Korean citizen who holds dual citizenships is not considered as a foreigner. ※ For applicant with a single-parent due to the death, disappearance of the other; divorce; non-marriage of the parent,etc., the nationality of both the parent and the applicant must be verified by a document issued by the government
Freshman	**• International applicants must meet ALL of the following requirements :** 1 A student who has completed, or is expected to complete primary and secondary education at the time of application (Vocational schools are included) *※ If a student is educated in two or more countries, the total education period should be 12 years or more.* 2 A non-Korean national who satisfies the **language proficiency requirements** specified below ;

(1) English Track: Global Leadership, Public Administration, Media and Communication, Business Administration, Economics , Hospitality Tourism and Food Service Management, Computer Science and Engineering, Comics&Animation Technology Major, Professional Music

• A person who meets at least one of the following language proficiency requirements

Division	IELTS	TOEFL iBT	New TEPS
All Majors	5.5	71	327

※ Students from a country which uses English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)
※ Those from non-English speaking countries educated in an English speaking country must submit their English proficiency test results.
※ TOEFL: MyBest Scores and iBT Home Edition accepted, It is not possible to submit TOEFL ITP scores.

(2-1) Korean Track : Applying with a TOPIK score(TOPIK iBT is acceptable except trial tests)

• A person who meets the minimum TOPIK or Sejong TOPIK score

Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others
Level 2	Level 4	Level 3

※ Students with the Sejong TOPIK must obtain Level 4(Level 3 for Creative Studies and Arts&Physical Education majors) or higher before graduation.

(2-2) Korean Track : Applying with the Sejong Korean Language Program

• A person who has registered and completed two or more semesters in the Center for International Education in Sejong University, and is recommended by the Dean of the Center for International Education in Sejong University must meet the following requirements

Creative Studies, Arts and Physical Education majors	Korean Language and Literature, Media and Communication, Business Administration	Others
Level 2 Completion	Level 4 Completion	Level 3 Completion

※ If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean (TOPIK) or the Sejong TOPIK. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.
※ Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation.

(3) Sejong Prep Course : Students who do not meet language requirements can pass Sejong University's prep course by being evaluated for other academic potential. Students who have passed the Sejong prep course must apply under the "Sejong Prep Course Completion" qualification. However, regular admission is only possible upon successful completion of the Sejong Prep Course (submission of a completion certificate is required afterward).

※ To apply for the Sejong Prep Course, please contact the Center for International Education.

[Precautions for Preliminary Admission]

• Students who were admitted to the preliminary admission process for the first and second semesters of 2024 can **apply for the same department** under the "previous preliminary admission process application" qualification, provided that they meet the following necessary requirements.
  ① Korean Language Course Completion: Students must complete at least one semester of the Korean language course offered by Sejong University's International Education Institute within two years after passing the preliminary admission.
  ② Language Proficiency Test: Students must acquire the required TOPIK or Sejong TOPIK score for their desired department.
• To finalize admission, please submit the following documents in person or by mail after completing the online application and paying the application fee: (1) the completed application form, (2) the original certificate from the International Education Institute, your TOPIK or Sejong TOPIK score report, and (3) your provisional admission notice.
• While your submitted application documents during preliminary admission will be carried over, additional documents like an updated deposit certificate, a final high school diploma, and transcript of grades may be required for visa processing or other purposes. Please note that failure to provide these documents when requested could result in the cancellation of your admission.
• Applicants who applied for preliminary admission more than two years ago will need to submit a new application, as their academic documents will no longer be valid.

5 Eligibility and Qualification

Admission	Eligibility
Transfer	**• International applicants must meet ALL of the following requirements :** 1 Applicants who have completed 2 or more years of the coursework in a 4-year university or received a degree in a 2/3-year junior college ※ If you are enrolled in a 4-year university, you are eligible to apply in case you have earned more than 50% of the credits required for graduation. ※ Applicants who graduated (or are expected to graduate) from Chinese institutions must submit an Academic History Verification Report in English version issued by the Ministry of Education in China. ※ Students who enrolled from Sejong University are NOT eligible for transfer admissions. 2 A non-Korean national who satisfies the **language proficiency requirements** specified below : (1) English Track: Public Administration, Business Administration, Economics , Hospitality Tourism and Food Service Management, Computer Science and Engineering, Comics&Animation Technology Major, Professional Music • A person who meets at least one of the following language proficiency requirements

Division	IELTS	TOEFL iBT	New TEPS
All Majors	5.5	71	327

※ Students from a country which uses English language as their official language (e.g. the US) are exempted from this requirement. (Appendix 2)
※ Those from non-English speaking countries educated in an English speaking country must submit their English proficiency test results.
※ TOEFL: MyBest Scores and iBT Home Edition accepted, It is not possible to submit TOEFL ITP scores.

(2-1) Korean Track : Applying with a TOPIK score(TOPIK iBT is acceptable except trial tests)

• A person who meets the minimum TOPIK or Sejong TOPIK score

Creative Studies, Arts and Physical Education majors	Others
Level 3	Level 4

※ Students with the Sejong TOPIK must obtain Level 4(Level 3 for Creative Studies and Arts&Physical Education majors) or higher before graduation

(2-2) Korean Track : Applying with the Sejong Korean Language Program

• A person who has registered and completed two or more semesters in the Center for International Education in Sejong University, and is recommended by the Dean of the Center for International Education in Sejong University will meet the requirements below as a substitution(* A letter of recommendation from the Dean of the Center for International Education of Sejong University is required)

Creative Studies, and Arts and Physical Education Majors	Others
Level 4 Completion	Level 5

※ If you meet the requirements of the TOPIK as mentioned in (2-1) you must apply with the Test of Proficiency in Korean (TOPIK) or with the Sejong TOPIK. There may be disadvantages if you apply with 'Sejong University Korean Language Course Completion' due to your negligence.
※ Korean track students must achieve Level 4 (Level 3 for Creative Studies, and Arts and Physical Education majors) or higher of TOPIK before graduation

NOTE !

Admissions for both freshmen and transfer students require academic records on regular programs offered by educational institutions accredited under the education laws of foreign countries (The following courses and exams do not qualify: language courses, university preparatory courses, continuing [lifelong] education courses, adult university courses, correspondence courses, Internet courses, high school diploma equivalency exams in the U.S. and Canada (like GED), homeschooling, and the Higher Education Self-taught Examination System of China [gaodengjiaoyu zixuekaoshi]).

⑥ Required Documents

- After uploading the scanned copy files to the online application system, send the physical copies to/visit Admission Office.
- If you have documents that cannot be reissued, please refer to FAQ#2 for instructions.
- Once documents have been submitted, they cannot be returned for any reason.
- If the final successful applicant does not submit the Korean/English translated with original notarization of the final graduation certificate and transcript of grades, confirmed by the consul or Apostille, within the submission deadline, the standard admission certificate will not be issued and the admission will be cancelled.
- Successful applicants must upload and submit the original copy, via post or in person, of the latest bank certificate in order to receive a standard admission certificate. Please refer to the successful applicant guide for further details.

No.	Documents	Freshman	Transfer	Submission Format
1	• Application Form Required ※Print out after completing the online application. ※If submitting documents multiple times, submit them together with the application form.	O	O	One original
2	• Copy of the Applicant's Passport Required ※Photocopy the passport on a A4-sized printing paper and submit the copy as a whole. Do not cut the marginal space. ※Applicant from countries that has different passport for domestic and foreign passport, must submit only their foreign passport (domestic passports are prohibited).	O	O	One photocopy
3	• Front and back copy of alien registration card Applicable only ※Applicants who has a valid Korean visa (ARC) during admission period, must submit a copy of their ARC.	O	O	One photocopy
4	• Documents verifying the applicant's proficiency of the Korean or English Language Applicable only ※Certificates within the validity period (two years) after 20 days from the start date of application (different by each round) ※A recommendation letter from the Dean of the Center for International Education at Sejong University is required for Korean Track, if applying with Sejong Korean Language Program Completion ※English track: Applicants who are from countries that use English as their official language do not need to submit it, but need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English (transcript, diploma, and the original Certification of Confirmation issued by the school) ※English course: Students with nationality from countries where English is not their native language or official language can study in countries where English is spoken. Even if you have completed training, you must submit your language proficiency score.	O	O	One original
5	• Expected Graduation of High School Required ※Submit a certificate of expected graduation that clearly states the expected graduation date. ※Applicants who are expected to graduate from a high school outside Korea must submit the original, translated and notarized certificate of expected graduation when applying (refer to FAQ No. 7). ※Transfer applicants who are expected to graduate, have completed or are currently enrolled, but have not graduated from a previous university/current bachelor's degree, must submit a high school graduation certificate. • **Korean High School** : one original • **Chinese High School** : original translation and notarization ※Admission to China's 5-year intensive academic program is not possible. ※For (expected) graduates from Chinese secondary vocational schools, etc. : Refer to Appendix 3 & 4 • **High schools other than Korea/China** : consular confirmation or apostille original	O	O (If applicable)	One original
6	• Certificate of Graduation Required ※Transfer applicants who are expected to graduate, have completed or are currently enrolled, but have not graduated from a previous university/current bachelor's degree, must submit documents verifying their high school academic background. • **Chinese High School** : English printout of CHSI certification report ※For (expected) graduates of Chinese secondary vocational schools, etc. : Refer to appendix 3&4 • **High schools other than Korea/China** : Original graduation certificate, consular confirmation or Apostille	O	O (If applicable)	One original
7	• High school Transcript of Grades Required ※Applicants expected to graduate from a high school outside of Korea must submit an original, translated, and notarized transcript of grades for all high school semesters except the last semester. ※If there are any gaps in your academic transcript, you must submit original supporting documents (e.g., internship verification, university entrance exam scores from your home country, transcript from your exchange program, etc.)." • **Korean high school** : Original school records containing grades from all grades • **Chinese High School** : Notarized translation of transcripts from all grades • **High schools other than Korea/China** : Notarized translation of transcripts from all high school grades	O	X	One original
8	• Secondary School Graduation Exam / College Entrance Exam Score Optional ※If submitted, it will be included in the evaluation process	O	O	One original

⑥ Required Documents

No.	Documents	Freshman	Transfer	Submission Format
9	• Previous college completion/graduation certificate Required ※Applicants who are expected to graduate from a university outside of Korea must submit the original, translated and notarized copy of their expected graduation certificate when applying (refer to FAQ No. 7). • **Korean university student/graduate** : original proof of university completion (expected)/certificate of (expected) graduation • **Chinese university students/graduates** : original, translated and notarized certificate of university attendance or completion/expected graduation • **Students attending/graduated from universities other than Korea/China** : original university graduation (expected) certificate, confirmed by consulate or apostille	X	O	One original
10	• Certification of Graduation or completion from previous university Required • **Chinese university students/graduates** : English printout of university CHSI certification report • **Students attending/graduated from universities other than Korea/China** : original university graduation (expected) certificate, confirmed by consulate or apostille	X	O	One original
11	• Transcript of Grades from previous university ※If there are any gaps in your academic transcript, you must submit original supporting documents (e.g., internship verification, university entrance exam scores from your home country, transcript from your exchange program, etc.)." ※Applicants with exchange student experience must submit a transcript from their previous university that includes the credits earned during the exchange program." • **Korean university student/graduate** : Original university transcript • **Chinese university students/graduates** : Original translation and notarized university transcript • **Students attending/graduated from universities other than Korea/China** : Original translation and notarized university transcript	X	O	One original
12	• Documentation of Graduation credits from previous university Applicable only ※Submission of data specifying credits completed for graduation (English): You can print out the contents of the website or submit a certificate of issuance from your previous university. ※No need to submit if completed credits are stated on college transcript of grades	X	O	One photocopy or One original
13	• Qualification Review Request Form Required ※Print out after completing the online application	O	O	One original
14	• Portfolio of the applicant's artwork / accomplishments Required for Arts and Creative Studies ※The College of Arts and Physical Education (Excluding the Department of Physical Education) and the Department of Creative Studies must submit one ※Free form (attached as a URL to the portfolio upload section of the support site. When you click the URL, without logging in, watching ads, or downloading files, etc. the work must be visible immediately. (Cannot be submitted via USB or hard copy, etc.)	O	O	Enter an URL on the application Website
15	• Recommendation Letters Optional ※No form. You can submit it according to your choice. Only if submitted after upload, it will be included in the evaluation process	O	O	One original
16	• Language Center Completion Certificate and Transcript of Grades Applicable only ※If applying as a successful candidate in the existing preliminary admission process: Submit certificate of completion from Sejong University Institute of International Education and transcript of grades ※If you are applying as a person who completed the Korean language course at Sejong University: Submit a certificate of completion from the Sejong University Institute of International Education, transcript, and letter of recommendation from the Director of the Institute of International Education.	O	O	One original
17	• An official document that shows the parent-child relationship Required ※If one of parents is not listed in the family registry due to death or divorce, an official document proving death or divorce should be submitted. ※For countries with no such documents, you can submit other official government-issued document (notarized) such as your official birth certificate with your parents' nationality in it. ※In the case of Chinese applicants, if necessary, they may request submission of a notarized original translation of the family register.	O	O	One original
18	• A copy of both parents' passport Required ※If your parents do not have passports, you can submit their ID card. ※National Identification cards that are not in English or Chinese must be translated into English and notarized.	O	O	One photocopy each

6 Required Documents

No.	Documents	Freshman	Transfer	Submission Format
19	• Applicant's Verification of Deposit(VOD): 20 Million KRW / 16,000 USD / RMB 110,000 or more Required ※ Issued after the start date of application for the first round. In the case of VOD with an expiration date, validity is recognized up to 6 months prior to the issuance date. When setting the freezing date, it should extend until after the beginning date of semester. ※ For deposit certificate issued in languages other than English or Chinese, the original and notarized translation must be submitted. ※ For Chinese applicants, after acceptance, a balance certificate issued within 30 days of issuance of the standard admission certificate must be submitted by the date indicated in the notice to successful applicants. One-time upload and original mail/in-person submission is required. Applicants from other countries must apply once upon application and once upon issuance of a standard admission letter after passing the admission. (Refer to the guidance for successful applicants), must be submitted twice in total. ※ All documents must be scanned and submitted as originals. The scanned uploaded copy and actual original submitted copy must match. If the original copy is not verified, a standard admission certificate will not be issued. ※ The VOD must be under the applicants name, but only parents are considered as an exception when inevitable ※ A copy of bank note, transaction statement, and two or more certificates of numerous bank account numbers cannot be submitted. ※ The holder of an alien registration card residing in South Korea must submit the original bank balance certificate issued by the banks in South Korea under his/her name ※ If you have an alien registration card but are unable to submit a Korean bank VOD due to unavoidable reasons, please send the proof along with the reason (e.g., certificate of entry & departure)	O	O	One original
20	• Academic background verification consent form Required ※ Print out after completing the online application and handwritten signature at the bottom is required.	O	O	One original

Important Guide		
How to Submit	Documents must be received by post or in person. Submitting by e-mail will not be accepted.	All the documents must be original and when the original is not available, the copy must be notarized with Consulate Certification / apostille ※ Additional documents can be requested if the submitted documents found to be not sufficient.
Submit by	Must be arrived(NOT shipped) by the respective deadline.	The required documents must arrive at One Stop Service Center (Admission Team) by the deadline. Submission after the deadline will not be accepted.
Send to	(05006) One Stop Service Center(Admission Team), Sejong University, 209, Neundong-ro, Gwangjin-gu, Seoul, Korea	E-mail: intadmission@sejong.ac.kr Phone: +82-2-3408-4406(English) +82-2-3408-3353(Chinese, Korean) +82-2-3408-4407(Vietnamese, English) Office Hours: 10:00-16:00 Weekdays
Valid Date for Documents	Academic Documents	Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
	Nationality and Family Documents	Translation&Notarization: Six Months from the start date of application for the first round
	Verification of Deposit (When applying)	Must be issued after the start date of application for the first round and if the deposit period is stated, the expiration date must be later than the beginning date of semester
	Verification of Deposit (After being admitted)	Please refer to the acceptance notification for each round of admissions
Notice for Incomplete Documents	Insufficient documents may or may not be guided depending on the time of completion of application and the completion degree of document submission and etc,. ※ There are at least two different document reviewers and you may get more than two emails or calls from different people at different times. Please check your email frequently.	

Notes for Submission of Required Documents

1. All the documents must be submitted within application period. After the deadline. Submission of documents are not possible. If all required documents are not submitted within the submission period, the application may be rejected due to failure to meet the eligibility requirements (except : who applied with expected graduation certificate).
2. Any document that is not in Korean or English must be translated into English and notarized.
3. You will not be notified individually regarding the receipt of documents. Notifications about admission results and tuition payments will not be provided individually, and applicants can check this information on their My Page.
4. In principle, all submittal documents should be submitted in A4 size. In particular, the passport copy should not be cut and submitted.
5. Your passport must be a passport with a sufficient expiration date at the time of admission, and the applicant is responsible for the disadvantages such as the delay of the visa due to the change (extension) of the passport.
6. There is no need to submit additional photo of the applicant if uploaded online when online application.
7. The applicant's achievements, such as portfolio, picture of work, and recording materials, are 'free format' and the One Stop Service Ceter (Admissions Team) will not receive questions regarding the applicant's submission form.
8. Students who passed the preliminary admission process and have met the language proficiency requirements, must submit additional documents for existing preliminary admission applicants (see notes on page 7).

Important notes related to Notarization, Consulate Certification and Apostille documents

1. All documents notarized / consulate certification / apostille must be held in the country in which the documents are issued or at the respective consulates in Korea.
2. Documents not in Korean or English must be submitted with a notarized English translation and the original notarized document. The notarized document must include both the original and the translated content as a single set. The notarization must be held in the country in which the documents are issued.
3. Unless stated as "Photocopy", all the above documents should be original. In case documents are not allowed for re-issuance or original documents are not available, notarized copies can be acceptable.
4. Please review your translated and notarized documents. If the name, gender, etc. are written differently from official documents such as passports due to the translator's mistake, it also be a reason for disqualification of the applicant.
5. If the applicant or applicant's family name is different on documents, a document issued by the government of the country of origin must be submitted to prove that all are the same person.

7 Important Notes for Applicants

1. Applicants will take full responsibility for any disadvantages due to mistakes or omissions on the application. Please be reminded that in principle, any modification or cancellation will not be accepted after completing the application.
2. Be sure to keep photocopies of all completed forms. **Any documents and/or materials submitted with the application become the property of SU and will not be returned to the applicant, passed or failed.** If any of the submitted documents are required for visa application, you should additionally prepare them.
3. Among the new applicants for the Korean language track, if they do not submit their Korean language Program transcripts during the application period, their admission will be automatically changed to Preliminary Admission. Among the transfer applicants for the Korean language track, if they do not submit their Korean language Program transcripts during the application period, their admission will be canceled automatically due to the lack of eligibility requirements. Freshmen/transfer applicants on the English track, if they do not submit their language proficiency test score during the application period, their admission will be canceled automatically due to the lack of eligibility requirements.
4. Documents must be submitted by post or in person. Submitting by e-mail will not be accepted.
5. The One Stop Service Ceter(Admissions Team) may request additional documents individually for the purpose of issuing an admission certificate or visa. It is necessary to submit the document to the One Stop Service Ceter(Admissions Team) as soon as possible, if requested.
6. A detailed information of any individual admissions decision will not be disclosed.
7. If any of the submitted materials contains false information, admission will be rescinded/revoked and readmission will be prohibited.
8. If a graduate-to-be fails to graduate prior to the beginning of a semester, admission will be cancelled. If a graduate-to-be do not submit graduation certificate(Consulate Certification or Apostille) after graduation, admission will be cancelled.
9. Be sure to understand that the University issues only the Certificate of Admissions for student visa (Type: D2) application for the admitted students.
10. If an applicant applies from outside Korea and is admitted to the University but his/her application for a D-2 student visa is rejected by the Justice Ministry, the admission for the applicant will be cancelled.
11. Your email address is a critical piece of information. Please double-check that it's correct on your application. We'll use it for all important communications, including interview schedules and document updates. If your email changes, please let us know promptly. For Chinese applicants, kindly avoid using qq.com email addresses

7 Important Notes for Applicants

12 Refund of the application fee is not possible after the application period has passed.

13 If you fall under the following, you may be excluded from the assessment and the assessment and evaluation results will not be informed or disclosed to the applicant.

- If the document submission is incomplete or documents are not submitted within the deadline (e-mail submission is not accepted)
- The information entered at the time of application are found to be unfaithful, false, or forged.
- Applicant's purpose of application seems to be other than earning a degree.
- Applicant's academic ability or financial ability seems to be insufficient.

14 Please be aware that if you need a refund of tuition or deposit after enrollment, for instance due to withdrawal, we can only refund to the original payment method. Therefore, please choose your payment method carefully. For example, if a relative overseas used their credit card to pay your tuition, we cannot refund the money to a Korean bank account under your name after enrollment.

8 Scholarship

<table>
<tr><th>No.</th><th>Classification</th><th>Eligibility</th><th>Benefits</th></tr>
<tr><td>1</td><td>Sejong International Scholarship A (First Semester)</td><td>Meet one of the language score qualifications</td><td>
<English Track>
• A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>IELTS</th><th>TOEFL iBT</th><th>New TEPS</th></tr>
<tr><td>80%</td><td>8.0</td><td>112</td><td>498</td></tr>
<tr><td>50%</td><td>6.5</td><td>100</td><td>398</td></tr>
<tr><td>30%</td><td>5.5</td><td>71</td><td>327</td></tr>
</table>
※ 30% of the first semester's tuition fee will be provided to students from a country whose mother tongue is the English language.(UK, USA, Canada, Australia, New Zealand, Ireland).
※ Applicants from countries that use English as an official language need an official English test score.(Refer to Appendix 2)
<Korean Track>
• A scholarship of the corresponding % of the first semester's tuition fees, if one satisfies one of the following language scores
<table>
<tr><th>Benefits</th><th>TOPIK</th></tr>
<tr><td>100%</td><td>Level 6</td></tr>
<tr><td>70%</td><td>Level 5</td></tr>
<tr><td>50%</td><td>Level 4</td></tr>
<tr><td>30%</td><td>Level 3</td></tr>
</table>
</td></tr>
<tr><td>2</td><td>Sejong International Scholarship B (First Semester)</td><td>Students from the Center for International Education of Sejong University</td><td>• Students selected for the "Sejong Prep Course" at the Center for International Education of Sejong University, who have completed at least two semesters of the Korean Language Program with the required level and are recommended by the Dean of the Center for International Education, will receive a 100% tuition waiver for the first semester.</td></tr>
<tr><td>3</td><td>Sejong International Scholarship Outstanding Academic (Enrolled student)</td><td>Scholarships for excellent grades based on school records while attending school</td><td>• 20% ~ 50% of tuition fee (also applicable to transfer students)
※ Need to earn at least 15 credits(10 credits if the previous semester is the final grade) in the previous semester.</td></tr>
</table>

※ Sejong international Scholarship A~B is limited only to the documents (Language proficiency test score, recommendation letter, etc.) submitted first during the application period.
※ Successful applicants who pass the preliminary assessment will be eligible for scholarships at the time of enrollment.
※ The scholarship will be suspended upon change of nationality.
※ Transfer students are not eligible for freshmen scholarships, but eligible to "Sejong international Scholarship Outstanding Academic."

9 Dormitory for International Students

Sejong University has dormitory facilities that can accommodate about 255 international students. It is selected on a semester (sixmonths) basis, and applications are accepted every month of January and July, before the semester begins.The dormitory fee for six months is about 1.6 million won. More information will be provided later on the bulletin board of the International Affairs (for inquiries:dormitory@sejong.ac.kr).

10 FAQ – Regarding Documents

Q1. The original high school graduation certificate can only be issued once, so it is not possible to submit the original.

A. *Please get it notarized and submit it by referring to the table below.*

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※Translation: must be done in English, not Korean
Original	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	○	×	×
	Other	○	○	○
Photocopy	Korea(Korean)	All the documents issued by Korean schools must be original		
	English Speaking Countries(ENG)	○	○	×
	Other	○	○	○

※ *For documents issued in Korean or English in countries other than Korea : translation is not required.*

Q2. I can only issue an Apostille once, so I cannot submit the original graduation certificate that got an Apostille.

A. *Photocopied documents cannot be submitted. Please make a copy, get one of the following, translate and notarize it, and submit it. Certified copy of Korean diplomatic office in foreign country | apostille | consulate's confirmation or certified true copy stamp. If you submit an original English diploma with an apostille, please note that it cannot be returned to you regardless of the admission results. It is also not possible to return for the visa purposes. Please prepare for additional issuance of your documents in advance.*

Q3. I would like to copy or scan the graduation certificate certified by Apostille / Consulate Certification and submit it after printing (black and white / color).

A. *Documents printed after copying or scanning are not original, so we do not accept them. Please submit the original Apostille / Consulate Certification.*

Q4. What are copy notarization and translation notarization?

A. *If the original document cannot be submitted or if a document requires translation into English, it must go through a notarization process. During notarization, the notary public must verify that the copy is identical to the original and that the translation accurately reflects the content of the original document. For example, we must be able to find sentences like "I do hereby solemnly and sincerely declare that the attached certificate exactly corresponds to the original. I swear that the attached translation is true to the original."*

Q5. I want to know the expiration date for each document.

A. *Please refer to the table below.*

Documents	Valid Date
Educational Background	• Translation&Notarization, Consulate Certification, Apostille: Six Months from the start date of application for the first round
Nationality and Family Related	• Translation&Notarization: Six Months from the start date of application for the first round
Verification of Deposit	• When applying: Must be issued after the start date of application for the first round and if the deposit period is stated, the expiration date must be later than the beginning date of semester • After being admitted: Please refer to the acceptance notification for each round of admissions

Q6. I would like to submit a Verification of Deposit under my brother's name.

A. *The name of the Verification of Deposit must be the father / mother / self.*

Q7. When applying for the first round and reapplying for the second round, I would like to reuse the documents submitted during the first round application for the second round.

A. *When applying from one admission round to another, you must click the transfer request button then upload and submit separately the new application form and other required documents (incomplete documents, expired documents, etc.).*

Q8. I am expected to graduate so I can't get Apostille/consulate certification on my graduation certificate.

A. *Please refer to the table below and submit it without apostille or consulate certification.*

Certificate of Graduation	Document Issuance Country (Language)	Apostille/Consulate Certification (Original)	Notarized (Original)	Notarized English translation (original) ※Translation: must be done in English, not Korean
Original	Korea(Korean)	×	×	×
	English Speaking Countries(ENG)	×	×	×
	Other	×	○	○
Photocopy	Korea(Korean)	All the documents by Korean must be original		
	English Speaking Countries(ENG)	×	○	×
	Other	×	○	○

※ *Submission of the graduation certificate is mandatory after graduation. Please refer to the acceptance notification for each round of admissions.*
※ *For documents issued in Korean or English in countries other than Korea: translation is not required.*

Q9. I have an alien registration number, but I cannot submit a bank balance certificate from banks in Korea because I am not in Korea during the application period.

A. *If you submit an official entry and departure record that you were not in Korea at the time of submitting the application, you are exceptionally allowed to submit a bank balance certificate from an overseas bank..*

Q10. I am attending a language school in Korea, but I cannot open an account in Korea because my alien registration card has not yet been issued.

A. *Please submit a certificate of enrollment in the language school(state the period of study)and a VOD in your home country. After issuing the alien registration card, please submit a VOD issued by a bank in Korea by the designated deadline.*

11 FAQ – Regarding Application

Q1. I have completed the online application, but there is something that needs to be revised.

A. *Please send the applicant's application number and the information you want to modify to the One Stop Service Center (Admission Team) email(intadmission@sejong.ac.kr). However, if you would like to change your department, you have to apply for cancellation and re-submit your application.*

Q2. I would like to cancel my online application.

A. *To cancel your application, please log in to your My Page on the Sejong University One-Stop Service Center website (https://sos.sejong.ac.kr/) before the online application deadline. Refunds will be processed within 5 business days.* ***(Email cancellation requests are not accepted.)***

Q3. I was not admitted. I would like to know the reason.

A. *The reason cannot be informed to applicants due to university policy.*

Q4. I want to get a refund on the online application fee because I was not admitted / could not submit the documents on time.

A. *You cannot get a refund because of those reasons. You can only get a refund for the application fee if you request to cancel the application within the online application period.*

12 FAQ – Regarding Eligibility

Q1. One of the parents is a Korean national.

A. *Both parents must be foreign nationals to apply.*

Q2. I want to know the exact criteria for foreign nationality.

A. *You cannot apply if you have acquired multiple nationalities (Korea and foreign countries) or acquired a foreign nationality later in life, and you will be eligible to apply only if you have a foreign nationality from birth.*

Q3. Both parents and applicants have attended foreigner schools in Korea.

A. *Even if you have got education in Korea or abroad, you can apply if the learning period has met a total of 12 years.*

Q4. My nationality is Korean, but I completed all curriculums overseas.

A. *It does not grant application qualifications for international admission.*

Q5. I have the nationality of a country that does not use English as my first language. Do I have to submit an official English language score even if I complete all the courses in a country where English is spoken as its mother tongue language, such as the United States and Canada?

A. *If you are an English Track applicant, you must submit a certified English test score (IELTS / TOEFL / TEPS only) even if you used English while attending schools.*

13 Appendix 1: Guide to Document Certification

1 Instruction of submitting academic background documents

Applicant must submit a certificate of graduation and a transcript from high school selecting one of the documents as below during the application period. If there is a delay of submission under unavoidable circumstances, submit the documents within the specified deadline after announcement of admission.

1) Confirmed academic background documents(certificate of graduation and transcript from high school) of Apostille from one's country Apostille
2) Confirmed academic background documents(certificate of graduation and transcript from high school) by Korean Consulate
3) For China, enrollment/completion/graduation certificate and the report of China Ministry of Education (CHSI)
※*For details for Chinese academic background verification, please refer to the Korean or Chinese version of Admission Guide*

2 Method of getting proof of Secondary and Post Secondary Institutions in China

Submit Certificate of CHSI in English from the China Credential Verification
Website: www.chsi.com.cn

2-1 Vocational/Arts High School Grduates in China

Pleaser refer to Appnedix 3

3 Information of Apostille Convention

1) Apostille Convention
   a) Republic of Korea became the 90th Contracting State of the Apostille Convention, effective as of July 14, 2007 : Convention Abolishing the Requirement of Legalization for Foreign Public Document.
   b) Apostille is a certification specifying the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.
   c) Apostille convention countries abolish the complex consular procedures to ensure the smmoth mutual authentication of public and official documents.
2) Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law : You can check detailed and updated information regarding regional authorities at website **www.hcch.net**

4 The procedure of issuing Apostille

Document Issued by School >> Visit Apostille Issuing Organization >> Apply for Apostille >> Evaluation Process >> Apostille Issued

5 Apostille Convention Countries (As of 2024.06.05)

Area	Country
Asia / Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia, India, Indonesia, Japan, China (including Macau and Hong Kong), Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines, Korea
Europe	Greece, Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, North Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, United Kingdom, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Cyprus, Turkey, Portugal, Poland, France, Finland, Hungary
North America	United States (including Guam, Mariana Islands, Puerto Rico), Canada
Latin America	Guyana, Guatemala, Grenada, Nicaragua, Dominican Republic, Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, Saint Lucia, Saint Vincent, Saint Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Paraguay, Jamaica
Africa / Middle East	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Senegal, Seychelles, Eswatini, Cabo Verde, Burundi, Tunisia, Rwanda, Morocco, Bahrain, Saudi Arabia, Oman, Israel

※*The Apostille Convention will come into effect for Bangladesh on March 30, 2025.*

⑭ Appendix 2: List of Countries where English is an Official Language

Region	Total	Country
Africa	24	Botswana, Cameroon, Ethiopia, Eritrea, The Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mauritius, Namibia, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe
Asia	7	Brunei, Hong Kong, India, Malaysia, Pakistan, Philippines, Singapore
Australia/ Oceania	14	Australia, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia,Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu
Europe	3	Ireland, Malta, United Kingdom
Americas	14	Antigua and Barbuda, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States

※ *During the admission, applicants for English Track from the country where English is the second language will be exempted from language proficiency score. However, before graduation, an official English Language proficiency certificate must be submitted to the University and need to submit a Certificate of Confirmation in English that the secondary curriculum has been completed in English(transcript, diploma, and the original Certification of Confirmation issued by the school) when applying.*

⑮ Appendix 3: Academic Accreditation Center

Graduates of Chinese secondary vocational schools(certified educational institutions only) whose certificates are not issued by the China Higher Education Qualification are submitted according to the following criteria.

Type		Criteria	Note
Secondary Vocational School	Regular Specialized Secondary Schools	1) Certificate of Graduation • Issued Online: Translated and notarized Certificate of Graduation issued by local education authorities + Korean Consulate in China Certification/ Apostille • Issued Offline: School Information Confirmation Required(Appendix 5) ① Certificate of Graduation by local education authorities(translated and notarized) ② Certificate of Graduation(translated and notarized) issued by the school confirmed by the Education office(City Education Office) + Korean Consulate in China Certification/Apostille 2) Original Transcript - translated and notarized	Choose Online or Offline
	Vocational High Schools		
	Skilled Workers Schools	1) Online Certificate from the Ministry of Human Resources and Social Security of the People's Republic of China(http:mohrss.gov.cn/) + Korean Consulate in China Certification/Apostille ※ *Accepted only if authenticity can be verified online* 2) Original Transcript - translated and notarized	
Other Schools (International, Arts, etc.)		1) Graduation Certificate issued by School + Korean Consulate in China Certification/Apostille ※ *A Copy of Establishment Permit(Business Unit Legal Certificate or Business Unit Legal Certificate of School Educatoin Permit)* 2) Original Transcript - translated and notarized	

⑯ Appendix 4: Chinese Secondary Vocational School Information Confirmation

학교 정보 확인서 学校信息确认书

유학생 인적사항 留学生个人信息	성 명 姓 名		생년월일 出生日期	
	국 적 国 籍		여권번호 护照号码	
	진학 예정 대학 拟入学大学名称		전공명 专业名称	
	전화번호 联系电话		e-mail 电子邮箱	
학교정보 学校信息	졸업학교명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期 : 20 . . .)		
	학교유형 学校类型	보통중등전문학교 普通中专 ( ) 직업고등학교 职业高中 ( ) 기타 其他 ( )		
	교육과정 教育种类	고등학교 학력과정 高中阶段学历教育 ( ) 고등학교 비학력과정 高中阶段非学历教育 ( ) ※비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证		
	소재지 学校地址			
	전화번호 学校电话			
	학교 이메일 学校邮箱			
	홈페이지 学校官网			
교직원 연락정보 教职工联系信息	소속 및 직위 学校电话			
	성 명 姓 名	(인 또는 서명) (盖章或签名)	전화번호 联系电话	

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本人保证，以上所填写的学校信息等内容均属实。本人理解，以上信息如有虚假，可能会受到韩国相关法律法规的处罚。特此确认。

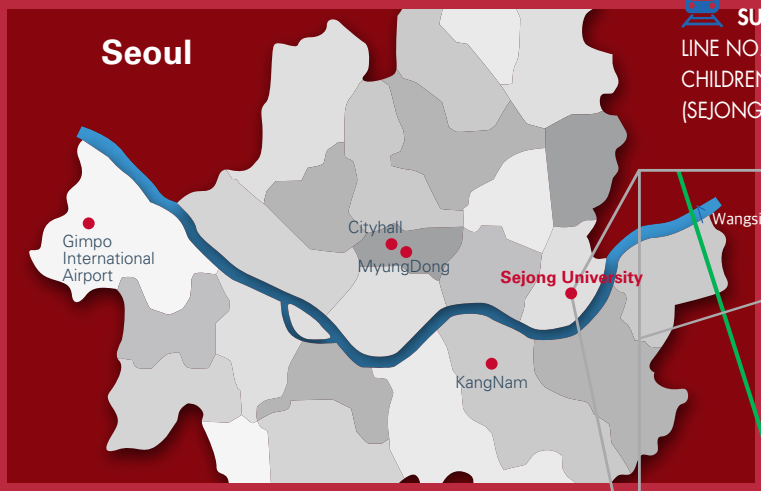
20 . . .

유학생 본인 留学生本人 (서명 签名)

※2부 작성 후 교육기관 및 재외공관에 각각 제출
本确认书需要一式两份。一份交拟入学大学，一份交韩国驻外使领馆。

CAMPUS MAP

1 Jiphyeon-gwan
2 Daeyang Hall
3 Mozart Hall
4 Gunja-gwan
5 Gwanggaeto-gwan
6 Yidang-gwan
7 Jingwan Hall
8 Yongdeok-gwan
9 Hong Jin Structure Research Center
10 Sejong Elementary School
11 Continuing Education Annex
12 Sejong Elementary School Auditorium
13 Yeongsil-gwan
14 Chungmu-gwan
15 Yulgok-gwan
16 Dasan-gwan
17 Parking Garage
18 Dongcheon-gwan(University Library)
19 Ujeong-dang
20 Sejong University Museum
21 Asadal Pond
22 Daeyang Tower
23 Aejiheon Chapel
24 Daeyang AI Center
25 Athletics Field
26 Sejong-gwan
27 Student Center
28 Saenal-gwan(Continuing Education Center)
29 Mubang-gwan(Sejong Cyber University)



SUBWAY

LINE NO.7
CHILDREN'S GRAND PARK
(SEJONG UNIV.) EXIT 6

BUS

CHILDREN'S GRAND PARK

- BLUE 721
- GREEN 119, 3216, 4212
- INCHEON AIPORT BUS 6013

One Stop Service Center(Admissions Team)

- **Address:** (05006) One Stop Service Center (Admission Team), Room 209, Student union Bldg., Sejong University, 209 Neundong-ro, Gwangjin-gu, Seoul, Korea
  (05006) 서울시 광진구 능동로 209 세종대학교 학생회관 209호 원스탑서비스센터(입학팀)
- **Email:** intadmission@sejong.ac.kr
- **Phone:** 02-3408-3973(Korean), +82-2-3408-4406(English), +82-2-3408-3353(Chinese), +82-2-3408-4407(Vietnamese)
- **Office Hours for visit and telephone inquiries: Weekdays 10:00~16:00**